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School District, SAU #37 Resources Department

et, suite 201, Manchester, NH 03102
-624-6300 ~ Fax: 603-628-6229
www.mansd.org

Anticipated Position Opening Administrative Services Manager I (Union Affiliation: MESPA)

POSTED DATE: November 23, 2011 . December 2, 2011

LOCATION: Administration . Human Resources

QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or a closely related field; and
- Experience in office management, and/or school administration (Human Resources experience preferred); or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to operate or quickly learn to operate a personal computer using standard or customized applications appropriate to assigned tasks.
- Ability to handle confidential and administrative information with tact and discretion.

MAJOR RESPONSIBILITIES:

Provides administrative support within the area of fiscal administration and related in the School District; performs directly related work as required.

The principal function of an employee in this class is to ensure professional standards are used in the administration of all assigned Departmental functions. The work is performed under the supervision and direction of an assigned administrator and/or Department Head but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in accounting and related support function activities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other District employees, business organizations and the public. The principal duties of this class are performed in a general office environment.

REPORTS TO: Director of Human Resources

SALARY RANGE: Pay Grade 16

START DATE: December 2, 2011

APPLICATION PROCEDURE:

Send completed application (print from our website, www.mansd.org), letter of interest, resume, three recent letters of recommendation, and transcripts to:

**Job Code: ASM-HR 11-12
Human Resources Office
Manchester School District
195 McGregor Street, Suite 201
Manchester, NH 03102
Fax: 628-6229**

c: All Schools, Union Affiliation Office